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| **WORKPLAN TEMPLATE** |  |
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| Planning Phase  |  |  |  |
| Milestone | Activities  | Month (s) | Lead Staff  | Support Staff/ Stakeholders | Outputs | Check When Complete |  | Potential Milestones to Consider: |  |
| Example: Innovative tool finalized | Secure vendor | 1 | Staff A | Vendor | Vendor contract |   |  | Innovative tool finalized  |  |
| Meet with vendor to discuss custom tool adaptations | 1 | Staff A | Vendor; Staff B | Meeting notes |   |  | Staff training materials and protocols developed |  |
| Make adaptations to tool | 2 | Staff A | Vendor | Initial tool |   |  | All staff trained  |  |
| Recruit 10 WIC client testers  | 2 | Staff B | Staff A | List of testers |   |  | Client training materials and protocols developed |  |
| Test tool adaptations  | 2 | Staff A | Vendor; Staff B; 10 WIC clients  | Feedback report |   |  | All clients trained |  |
| Refine tool based on feedback | 3 | Staff A | Vendor | Final tool |   |  | Evaluation plan and manual of procedures completed |  |
|   |   |   |   |   |   |   |  | Survey instrument developed |  |
|   |   |   |   |   |   |  | Interview guide developed |  |
|   |   |   |   |   |   |  | 70% clients downloaded the App |  |
|   |   |   |   |   |   |  | Protocols implemented in clinics |  |
|   |   |   |   |   |   |  | Tool implemented in clinics |  |
|   |   |   |   |   |   |  | Customer satisfaction survey data collected |  |
|   |   |   |   |   |   |   |  | Customer satisfaction interview data collected  |  |
|   |   |   |   |   |   |  | Staff satisfaction data collected  |  |
|   |   |   |   |   |   |  | Customer satisfaction data analyzed |  |
|   |   |   |   |   |   |  | Tool analytics obtained from vendor |  |
|   |   |   |   |   |   |  | Staff satisfaction data analyzed  |  |
|   |   |   |   |   |   |  | Project results shared with Agency |  |
|   |   |   |   |   |   |   |  | Project results disseminated more broadly |  |
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| Implementation Phase  |  |  |  |
| Milestone | Activities  | Month (s) | Lead Staff  | Support Staff/ Stakeholders | Outputs | Check When Complete |  |  |  |
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| Evaluation Phase  |  |  |  |
| Milestone | Activities  | Month (s) | Lead Staff  | Support Staff/ Stakeholders | Outputs | Check When Complete |  |  |  |
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